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CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MEETING MINUTES
Tuesday, August 8, 2000, 10:00 AM
Student Senate Chambers

Present: Larry Addis, Nancy Allgood, Suzanne Atkinson, Brian Becknell, Barbara Bergman, Roxanne Bernard, Lynn Boiter, Diane Bourgeois, Kathy Bragg, Brandy Burns, Annice Cope, Ruth Griffin, Dexter Hawkins, Wendy Howard, Dianne Jones, Jean Kopczyk, Marian Littleton, Cindy Long, Pam Parnell, Steve Perry, Karen Pope, Gary Pye, Jill Richard, Tammy Rothell, Shelby Sheriff, Steven Shiflet, Giles Singleton, Charlotte Swafford, April Warner, James Williams

Absent: Patty Ables, Karen Addis, Jerry Beckley, Harold Campbell, Darline Graham-Boggs, Lucille Jones, Emma Knight, Robin Lay, Rita McConnell, Robin Page, Sandra Parker, Wanda Reed, Linda Smith, Patty Warner

Guests: Cathy Bell, Ron Herrin

Brian Becknell called the meeting to order at 10:10 AM.

- 1. Presentation on Parliamentary Procedures:** Marian Littleton described the types of motions and how to make a motion according to Robert's Rules of Order. Handouts were available to attendees.
- 2. Approval of Minutes:** Minutes were approved as written.
- 3. Open Commentary:** None.
- 4. President's Report:** Brian Becknell reported the following items.

A. Academic Council: Dori Helms is reviewing the types of items that need to go through Academic Council. The Academic Ceremonies committee gave a report of their recommendations for handling graduation ceremonies in 2002 while Littlejohn is under construction. Their recommendations include reducing the length of ceremony by making diplomas available for pickup afterwards instead of handing them out during the ceremony, departments are encouraged to have socials after the ceremony, and holding the ceremony in the football stadium. 2900 to 3000 freshmen have been accepted at Clemson. Academic Council is asking that the statement of academic integrity be included with syllabi.

B. Administrative Council: They met yesterday, but minutes have not yet been published. The 2001 holiday schedule, merit pay, and salary issues were on the agenda. President Barker announced that he hired Sandy McKinney to replace Elsie Wilson. Brian will be speaking at the December faculty/staff meeting. He was asked to send an email reminder to the representatives before the meeting.

C. Board of Trustees: No report.

D. Legislative Affairs: Details on the 28-year retirement plan have not yet been determined. Information should be available in the next issue of Inside Clemson.

E. President's Cabinet: Brian forwarded all comments regarding performance increases to President Barker. Football game times were announced.

F. Other:

- 1.** Brian attended 2 more Brown Bags. Attendance was light. Representatives need to give feedback from their Brown Bags to April Warner.
- 2.** The Vending Committee approved our annual luncheon and some miscellaneous requests.
- 3.** President Barker, after reviewing concerns from Brian and Cathy Bell, has placed a CSC representative on the

Provost Search Committee. Brian will serve as our representative on the committee.

4. Staff should send email to beck@clemson.edu if they have an opinion on how the new MLK and Confederate Day holidays should be allocated next year.

5. Treasurer's Report: Fiscal year 2000 has closed and a summary of all CSC's accounts was handed to all attendees. It does not include performance credits, the funding for the new staff position, nor a reduction for the purchase of a new computer for the forthcoming staffer. Monies from the Golf Tournament will be transferred to the Endowment in August 2000.

6. Committee Reports:

A. Standing Committees:

1. Membership: Nancy Allgood announced that Annice Cope was the new representative for area 26 and that Steve Shiflet was the new representative for area 18. She is still looking for people to represent areas 15, 10, and 29.

2. Communications: Wendy Howard reported that they are still waiting on some information for the newsletter. They hope to have it out by Friday.

3. Policy & Welfare: April Warner reminded representatives to submit the results of their Brown Bags to her (awrrnr@clemson.edu).

4. Scholarship: Larry Addis reported that they had their last meeting yesterday about this year's CSC golf tournament. Based on feedback from the committee, that although 8 children of classified staff received CSC scholarships 9 others were turned down due to lack of funding, the assembly approved a motion to increase the number of scholarships from 8 (4 merit and 4 need based) to 10 (5 merit and 5 need based) for 2001. A second motion was approved the requested the Scholarship committee to report back to the group about the current eligibility requirements.

B. Ad Hoc Committees:

1. Ad Hoc Committee for Staff Ombudsman: Cathy Bell reported that they have heard back from most of their membership invitations and plan to have their first meeting on August 16.

C. University Committees:

- 1. Accident Review Board:** Willie Williams reports that they will meet on Thursday, Aug 17 at 1:30.
- 2. Athletic Council:** Cathy Bell reports that their next scheduled meeting is August 31.
- 3. Bookstore Advisory:** Wendy Howard reports that they are on hiatus during the summer. Next scheduled meeting is August 15.
- 4. Budget Council:** No report.
- 5. CATS:** Robbie Nicholson reported that they did not meet last month, but may meet next month.
- 6. Council on Community & Diversity:** No report.
- 7. Faculty Senate Budget Accountability:** Cindy Long reports that they have not met since our last meeting.
- 8. Human Resources Advisory:** Roxanne Bernard reports that the HRAC met on July 12, 2000 and discussed the following items: (1) Pay raises -Staff received a 2.5% COL in the 7/7/00 paychecks. Legislation calls for agencies to develop a plan for merit raises, and that plan will be made available to all faculty and staff once it is in writing or delegated to Administrative Council members. Inside Clemson will carry the information once it is no longer speculation and made policy. (2) 28-year retirement update - full retirement eligibility is changed to 28 years of service or age 65 with 5 years of earned service. Early retirement eligibility is changed to 25 years of service and age 55 with a 4% reduction in benefits for every of year of service under 28 (max. reduction of 12%) and 5 years of earned service. The only change to previous law is that the reductions are after 28 years rather than the previous 30. (3) Direct deposit - Students are now allowed to have direct deposit paychecks. Care must be taken with termination paperwork before students leave so that deposits will end. (4) Drug/alcohol testing -Contract for drug and alcohol testing has been awarded to FirstLab. Testing is a requirement for all employees whose job description requires a Commercialized Driver's License. There is no campus-wide drug testing policy funded by the state except in those agencies like law enforcement, DOT, Corrections, etc. where required.
- 9. Joint City/University:** Robin Page & Jill Richard. On hiatus during the summer.

- 10. Library Advisory:** No report.
- 11. Parking Advisory:** Barbara Bergman. On hiatus during the summer.
- 12. President's Commission on the Status of Women:** Myra Cato. On hiatus during the summer.
- 13. Recreation Advisory:** Steve Perry. On hiatus.
- 14. SACS Committee on Physical Resources:** Dexter Hawkins
- 15. SCSEA:** Betty Cook reports that they are on hiatus during June and July. The next SCSEA Clemson Chapter Meeting will be held on Thursday, August 10, at 8:15 a.m. in the Conference Room of the Gunnin Architecture Library, 112 Lee Hall. Broadus Jamerson, the new SCSEA Executive Director, plans to attend and be available to answer questions. [Representatives were notified after the meeting by email that Mr. Jamerson would be unable to attend the meeting. - BB]

7. Unfinished Business

- A. Blitz Build 2001 Support:** Brian was asked to send an email to either representatives or staff about our support of the Habit for Humanity Blitz Build 2001. Some ideas to help support the endeavor include a raffle at the Benefits Fair, bake sales within departments, challenges between groups to be the biggest donor of money/supplies/labor, and a volunteer-matching program (similar to walk-a-thons) with "you donate money for each hour that I volunteer."
- B. Staff Evaluation of Administrators:** Cathy Bell is working with Dori Helms to evaluate past review forms and look at other universities staff evaluations of administrators.
- C. Clemson Club:** The group will send out a survey to faculty and staff at the start of September.

8. New Business

- A. Correspondence:** Mr. & Mrs. Cory Massey sent a thank you for the memorial donation. Marian Littleton will write a notification to the family regarding the memorial gift for President Atchley
- B. CSC Scholarship Winners:** Following are the scholarship

winners, their Clemson University parent and parent's department.

Kathryn T. Barnes - Alexandra B. Barnes, DCIT/ISD

Carolyn R. Emmons - Karin Emmons, PRTM

Clayton E. Gibson - Evelyn R. Gibson, Publications & Marketing

James D. Kelly - Gayle H. Kelly, College of Engineering &
Science

Michelle R. McRae - Charles McRae, Regulatory Services

Patrick S. Murphy - Harriett Murphy, CoHEHD -Dean's Office

M. Amanda Shaw - Kay Shaw, PSA

Heather A. Warner - April Warner, Agronomy

C. Graduation: We still need someone with an advanced degree to march as the staff representative in Friday's graduation ceremonies.

9. Adjournment: The meeting was adjourned at 11:30 AM.

NEXT MEETING: Tuesday, September 12, 2000, 10:00 AM, Student Senate Chambers



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